



## Participant Information Sheet

**Research Title:** *[insert full title of project]*

**Researcher(s):** *[insert names, positions and affiliations of ALL investigators involved in this research e.g. Jane Doe, MDiv student, Christ College]*

Thank you for your interest in participating in this research project. Please read the following information about the project, so that you can decide whether you would like to take part in this research. Please feel free to ask any questions you might have about your involvement in the project.

If you decide to participate in this research, please keep in mind that your participation is voluntary. If you do not wish to take part, you do not have to. If you decide to take part and later change your mind, you are free to stop at any time, and you do not need to give any explanation for your decision to stop participating. If you choose to stop participating, your data will not be used in the research. *[If their data cannot be withdrawn or there is a timeframe for their withdrawal (e.g. after reviewing transcript), it needs to be clearly stated here.]*

You will be given the Participant Information and Consent Form to sign, and you will be given a copy to keep. Your decision whether you take part, or not to take part, or to take part and then withdraw, will not affect your relationship with the Australian College of Theology or any of its affiliated colleges.

### What is this research about?

This research is being conducted as part of *[a case study/an assignment]* for the *[name of college]* subject, *[name of subject]*. *[Give brief description.]*

## What will I need to do?

If you agree to participate [explain details of participation – note audio/video recording of interview, if applicable, and clearly state **a)** duration of participation, **b)** location of participation, [if applicable] **c)** acknowledgement of participation and thanks (e.g. gift cards, reimbursement for expenses etc.) *[If applicable: You will have the opportunity to review a written transcript of the recorded interview and give any feedback or withdraw your consent within [give time frame e.g. 2 weeks].]*

## What are the possible benefits of taking part?

There will be no benefit to you from your participation in this research *[although you will be assisting the researcher in their studies.]*

## What are the possible risks and disadvantages of taking part?

There is no risk of harm to participants. Discomfort is not anticipated because you will be only requested to give your opinion and knowledge of various topics. If you do need to speak to someone, please contact Lifeline on 13 11 14.

## What will happen to the information about me?

All information collected about you will remain confidential, and only the researcher, academic staff member(s), and AUT moderator will have access to the data. Data will be retained for 12 months after submission of the assessment task and then destroyed. The assignment itself (with deidentified data) may be retained indefinitely.

## What will happen if I decide to withdraw?

Your participation in this research is voluntary and you are free to withdraw from the research anytime without needing to provide any explanation, and you would not receive any penalty or bias as a result of your withdrawal. Should you decide to withdraw, all the information collected from/about you will be destroyed and will not be used in the research. *[If on withdrawal the data cannot be identified and/or withdrawn (e.g. after a set period after provision of transcript), this needs to be explained to the participants and be stated in the consent form.]*



### **Can I hear about the results of this research?**

This research is conducted as part of an educational training program in which the research activity is for training purposes only and where any outcomes or documentation are for program use only, so the results will not be published.

### **Who can I contact if I have any concerns about the project?**

If you have any questions about this study, please contact the researcher, [name], at [insert email]. If you have any concerns or complaints, please contact the supervising academic staff member, [name] at [email] or the AUT Ethics Committee: [ethics@aut.edu.au](mailto:ethics@aut.edu.au)

